Jodi Potter

Senior Executive Management Assistant / Department of Environment, Great Lakes, and Energy at State of Michigan

- State of Michigan
- Wyoming Park High

Saranac, Michigan, United States · Contact info

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About

Reliable and adaptable administrative assistant with a solid understanding of office procedures, human resources, insurance, and accounts payable. Possesses strong analyzing, prioritizing, researching, and problem solving abilities. Highly motivated and detail oriented, with excellent interpersonal...

Activity

354 followers

Posts Images

Jodi Potter · 3rd+
Senior Executive Management Assista...
8mo ·

Luckily I have never been micromanaged but I see it happen to a lot of my friends.

Jodi Potter reposted t

Heba A. · 3
Chief Shared Ser
9mo ·

An employee asked me i
permanently.
Here is what I told him.

"As long the work gets d
you work from the South
you for a job and I tr[illegible]

That employee saved 3 l
employee = greater proc

I learned then that if you
get presence. If you focu
results. ...more

51,930 · 2,093 co

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Experience

State of Michigan
8 yrs 11 mos

Senior Executive Management Assistant
Dec 2019 - Present · 5 yrs 9 mos
Greater Lansing

• Maintain and update the Division Director's calendar and schedule a variety of meetings with internal and external parties. ...

Secretary / Department of Environmental Quality
Oct 2016 - Nov 2019 · 3 yrs 2 mos
Lansing, Michigan

Proofread, edit, type, format, and finalize documents in accordance with the Department of Environmental Quality Correspondence Guidelines. ...

Accounts Payable
Attwood Corporation
Dec 2015 - Sep 2016 · 10 mos
Lowell, Michigan

• Review all invoices for appropriate documentation and approval prior to payment....

Secretary / Department of Environmental Quality
State of Michigan
Dec 2013 - Nov 2015 · 2 yrs
Lansing, Michigan

• Proofread, edit, type, format, and finalize documents in accordance with the Department of Environmental Quality Correspondence...

Administrative Assistant for Finance and Personnel / Accounts Payable
Lowell Area Schools
Sep 2007 - Jul 2013 · 5 yrs 11 mos
Lowell, Michigan

• Assist Chief Financial Officer with highly confidential correspondence, recommendations, and specialized reporting....

Payroll Administrator / Accounting Assistant
Allied Finishing Inc.
Dec 1999 - Sep 2007 · 7 yrs 10 mos
Grand Rapids, Michigan

• Calculated payroll deductions, processed, and balanced payroll for 200 employees using AS400 software. Imported and monitored employee...

Education

Wyoming Park High

Skills

Microsoft Office

8 endorsements

Microsoft Excel

7 endorsements

Show all 23 skills →

Recommendations

Received Given

Brian Muench (DEQ)
Environmental Manager Compliance & Enforcement Section
May 27, 2016, Brian Muench was senior to Jodi but didn't manage Jodi directly

Jodi was absolutely incredible. She is exceptionally well organized. Her ability to unify her coworkers to get things accomplished was unequaled. She has well developed skills in Excel, Access, Word, and the whole Microsoft sweet of products. We would hire her back in an instant!

Interests

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Registered Oncology Nurse

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Grace J.
Registered Nurse at MercyOne

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Brooke Webb
Independent nurse contractor
CEO of Care Connect

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